

Income Tax Withholding and Sales Use Tax Permit Application Substitute Forms Specifications

The North Dakota Tax Department utilizes a scanning/imaging solution to process this form. This document is designed to provide tax preparation software developers (“vendors”) with requirements for the computer-generated tax form.

Size: 8 ½ “ x 11”

Orientation: Portrait

Ink: Black

Page Anchors: Not Required

1-D Barcode with the following specs:

- 2 or 5 Interleave

- Barcode Dimensions – minimum 3/8” x 1 ¼”

- Print barcode numbers under the barcode

- Place the barcode in the same position as the sample form, using the margin requirements of the NACTP

- If you purchase forms from another vendor: Use your NACTP ID in the barcode.

- Print the Form Developer’s number in the lower right corner.

Barcode layout is 12 characters as follows:

- Form Revision Date – 4 Characters (0604)

- Form ID – 2 Characters (24)

- NACTP ID – 4 Characters (XXXX)

- Page Number – 2 Characters (01)

Example: Assuming North Dakota’s Vendor ID is 9999, the barcode for the Sales and Income Withholding Application would translate as:

060424999901 – Page 1

060424999902 – Page 2

Submission Requirements – 1 Blank and 1 Data filled. They may be sent by mail or e-mail as a .PDF. Once the forms have been tested and reviewed for content, **one** data filled document printed from the software must be mailed in paper format to the North Dakota Tax Department for final approval. We require this because we use the paper version to setup our templates for scanning.